



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

RESIDENT EMPLOYMENT/ VOCATIONAL THERAPY PROGRAM

Effective Date: June 30, 2003

Policy #: RTS-04

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- I. PURPOSE:** To provide guidelines for the employment and vocational training of patients as part of a comprehensive treatment and rehabilitation program and to provide a therapeutic work experience.
- II. POLICY:** Montana State Hospital will develop and maintain a resident employment program in accordance with the US Department of Labor Employment Standards.
- III. DEFINITIONS:**
 - A. Vocational Therapy – A structured program designed to teach patients skills needed to find and maintain employment and enhance independent living skills.
 - B. Residential Employment – A job assignment for patients that provides a therapeutic work experience and for which they are paid.
 - C. Vocational Therapist – Instructors that have a minimum of a Bachelors degree in Vocational Therapy or a related field. Vocational Therapists are responsible for the implementation of assisted employment programs at MSH.
- IV. RESPONSIBILITIES:**
 - A. Treatment Team/Physician – Evaluates patient and refers to Resident Employment Program by submitting referral form to the Treatment Team for review and then the Rehabilitation Services Chief.
 - B. Rehabilitation Services Chief – Reviews referrals received, signs, and forwards to Resident Employment Coordinator or the Vocational Therapist.
 - C. Resident Employment Coordinator – Processes referrals, interviews patient, and arranges resident employment position.
 - D. Vocational Therapists interview, assess, and assign patients to their program.
 - E. Job Supervisors – Work with the Resident Employment Coordinator to schedule patients job duties and hours, evaluate patients performance, and maintain records of hours worked.

V. PROCEDURE:

- A. The treatment team reviews patient referrals for the Resident Employment Program and determines if the patient is better suited for Vocational Therapy or Resident Employment.
- B. The referral is then sent to the Rehabilitation Department for approval and processing. Treatment issues and job availability are discussed and evaluated by the Vocational Therapists.
- C. The Resident Employment Coordinator works with identified Job Supervisors to schedule patients' working hours for Vocational Therapy or Resident Employment. A list of Job Assignments available for patients will be used to determine placements (see Attachment A).
 1. Vocational Therapy:
 - a. Upon completion of a brief interview with the vocational therapist, a patient may be assigned to an intensive vocational therapy lab.
 - b. A vocational therapist will provide job coaching and environment supports consistent with facilitation of the desired therapeutic outcomes of the patient's treatment plan.
 - c. A vocational therapist will document in patient records, weekly for the first 60 days of Vocational Therapy Services and monthly thereafter, the efficacy of the services offered and modifications to the treatment plan as needed and appropriate.
 2. Resident Employment:
 - a. The Resident Employment Coordinator will conduct an interview with the patient and discuss placement options and available times in relation to other scheduled activities.
 - b. An "Assignment Slip" describing placement will be sent to the patient's treatment unit and work site.
 - c. After two weeks of successful employment, assessment of work productivity will be made by the Resident Employment Coordinator along with the patient's job area supervisor. Adjustment in compensation will be made as indicated.
 - d. At six-month intervals, or as requested or indicated, reassessments of productivity will be made with adjustments in compensation as indicated.
 - e. At such time when all available job assignment positions are "full," patient referrals will be added to a "waiting list" and proceed as openings become available in the sequence (date) referred.

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f. Termination may occur for failure to comply with treatment program rules and/or individual treatment plan.

D. The prospective patient worker must agree to accept a job assignment. Resident employment and vocational therapy cannot be made mandatory nor can it be based upon the earning of privileges or special rewards.

E. Patients are paid based on performance and in accordance with the minimum wage laws of the Fair Labor Standards Act.

VI. REFERENCES: Fair Labor Standards Act

VII. COLLABORATED WITH: Hospital Administrator, Treatment Team, Vocational Therapists, Resident Employment Coordinator.

VIII. RESCISSIONS: HOPP# RS-04-97-N, *Vocational Treatment Services* effective July 29, 1997 through February 2000; HOPP 13-07 E. 082779, *Resident Employment Program* dated September 23, 1992.

IX. DISTRIBUTION: All hospital policy manuals

X. REVIEW AND REISSUE DATE: June 2006

XI. FOLLOW-UP RESPONSIBILITY: Rehabilitation Services Chief

XII. ATTACHMENTS: Attachment A. Job Assignment List

_____/____/____
Ed Amberg
Hospital Administrator

Date

_____/____/____
Thomas Gray, MD
Medical Director

Date